

SAMPLE NOFA “Housing First” Documentation  
*Evidence of Project Policies and Practices*

ABC Programs  
Permanent Supportive Housing  
Commitment to Housing First

Specific Conditions at Entry

- does not require a minimum level of income at entry (See [Screening form on the Income Calculation Worksheet attached](#))
- does not screen out for substance use (See [Screening Worksheet under Homeless Status attached](#))
- does not screen out for criminal record except as mandated by state (manufacture/sales of illegal substances in past 5 years, conditions related to a registered sex offender (See [Screening Worksheet under Homeless Status attached](#)))
- does not screen out persons with a history of victimization (DV, assault, abuse) (See [Screening Worksheet under current homeless status & homeless history attached](#))

Conditions Related to Termination of Housing

- does not require additional steps (e.g., a required stay in transitional housing or a certain number of days of sobriety) when program participants determine that they want assistance moving into permanent housing. (See [Housing Department Policies and Procedures attached](#))
- does not terminate housing for failure to participate in supportive services—not including case management that is for the purposes of engagement only; (See [Commitment for Case Management attached](#))
- does not terminate for failure to make progress on a service plan; (See [Commitment for Case Management attached](#))
- does not terminate for loss of income or failure to improve income; and (See [Commitment for Case Management attached](#))
- does not terminate for other activities not covered in a lease agreement (See [Housing Department Policies and Procedures attached](#))

# Housing Department Policies and Procedures Manual August 2018\*

Purpose of Manual (Excerpts relevant to Housing First)

## Section 2-Program Principles Housing First

Housing First is an approach and framework for ending homelessness that is centered on the belief that everyone can achieve stability in permanent housing directly from homelessness and that stable housing is the foundation for pursuing other health and social services goals. Implementing Housing First involves both project-level and community-level dimensions. Implementing Housing First at the project level, including in permanent supportive housing models, means having screening practices that promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, and participation in services.

At the community-level, Housing First means that the homelessness crisis response system is oriented to help people obtain permanent housing as quickly and with as few intermediate steps as possible. All ABC Housing programs subscribe to Housing First principles.

### Eligibility Criteria

#### Policy:

ABC Housing programs require minimum admission or eligibility criteria unless specifically required by a specific funder or program. All referrals to Housing programs come through the Coordinated Entry System (CES). ABC reviews its eligibility screening criteria each year to ensure it is in line with the regional Community Standards and reflects any new requirements by HUD.

#### General Eligibility:

##### HUD Funded Projects:

- Must be homeless according to most current HUD definition
- No minimum income required for enrollment
- No substance abuse or alcohol screenings or sobriety required to participate
- No commitment or requirement to participate in case management or other services

\* 2018 Rating & Ranking Committee acknowledges the generosity of Community Housing Works and Interfaith Community Services in sharing this information

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#### ESG Funded Projects:

- Must be homeless according to most current HUD definition (exception is for Homeless Prevention assistance)
- Must be 30% AMI and show income verification to be eligible (NOTE: Inability to show proof of income does not exclude individuals from entering Haven House).
- No substance abuse or alcohol screenings or sobriety required to participate
- No commitment or requirement to participate in case management or other services

All other eligibility criteria are program specific and are generally related to the subpopulation the program is targeting i.e. Project A targets seniors and Project B targets families. Regardless of program, no individual is screened out based on criminal history unless mandated by the state and no individual is screened out based on his or her history of victimization.

Procedure (etc)...

#### Service Participation Requirements

Service Participation is not a requirement in ABC's housing programs unless mandated by the specific funder. Lack of participation in case management or services will not get someone exited from a program. Housing programs do not set mandated benchmarks for the client to achieve. Although increasing income may be a common goal, the ability to increase or gain income is not a requirement to maintain programming. All service plans are led by the clients' interests and desires. Failure to make progress or achieve goals is not cause for termination from programming as all services are voluntary. In the event that a client wishes to pursue permanent housing as part of their housing plan, ABC Housing staff will support the client in achieving their goal. For permanent supportive housing programs (PSH), tenants are not held accountable or terminated for other activities not covered in a lease agreement. Please note however that some of ABC's PSH programs require annual certifications, which are the only action mandated to maintain program compliance.